NAVFAC
Naval Facilities Engineering Command

NAVFAC/Marine Corps E2E Conference
“Data Integrity – How Do We Get There From Here?”

FPDS-NG

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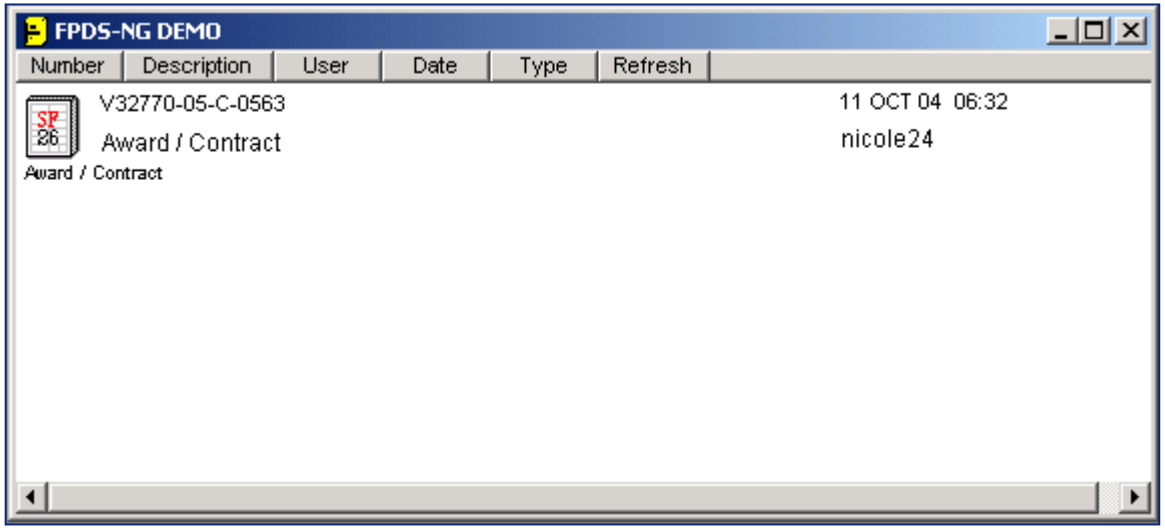
Creating CARs for Awards, Mods, and Orders

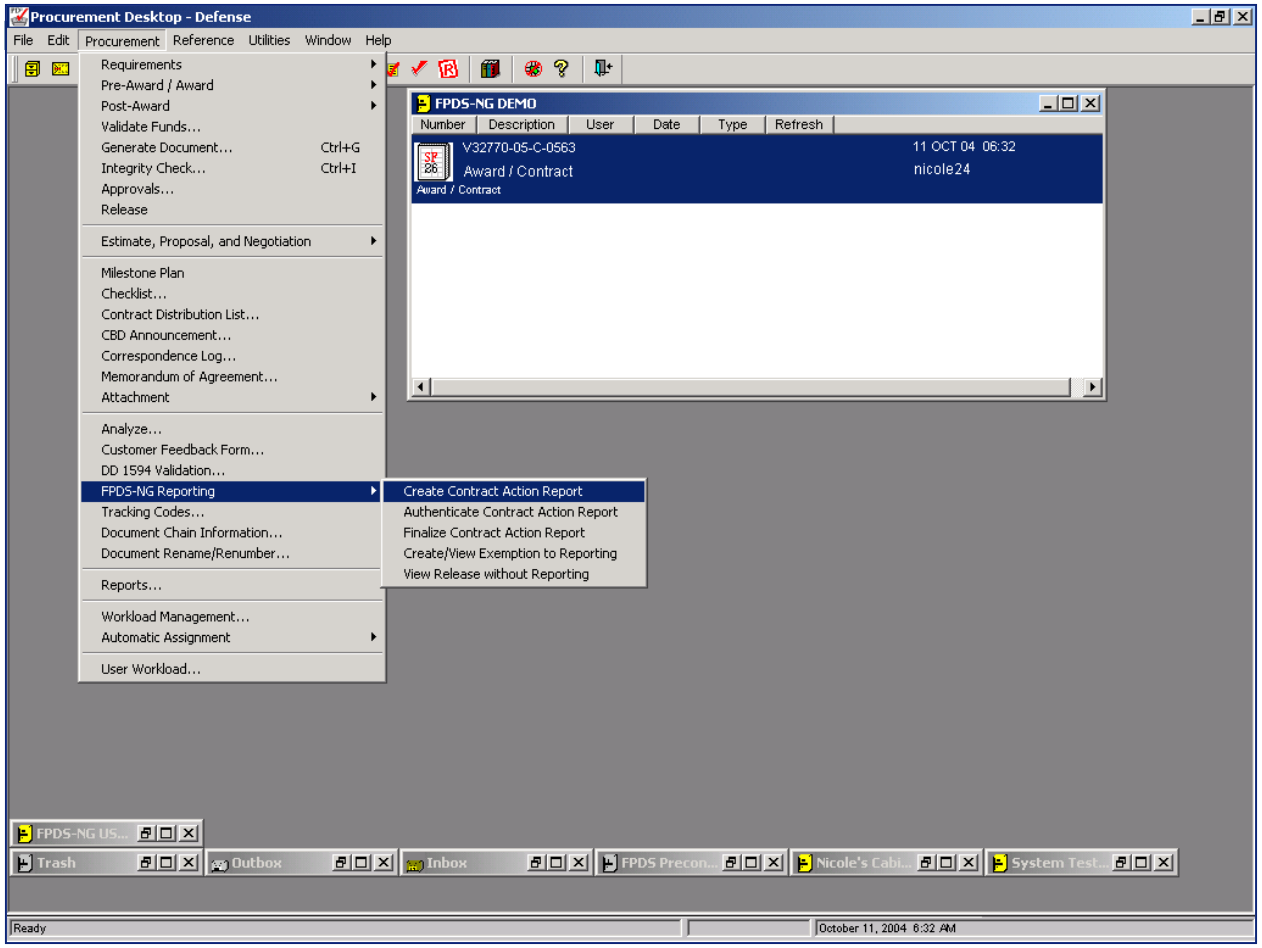
STEP 1

- **Prepare the Contract Action**



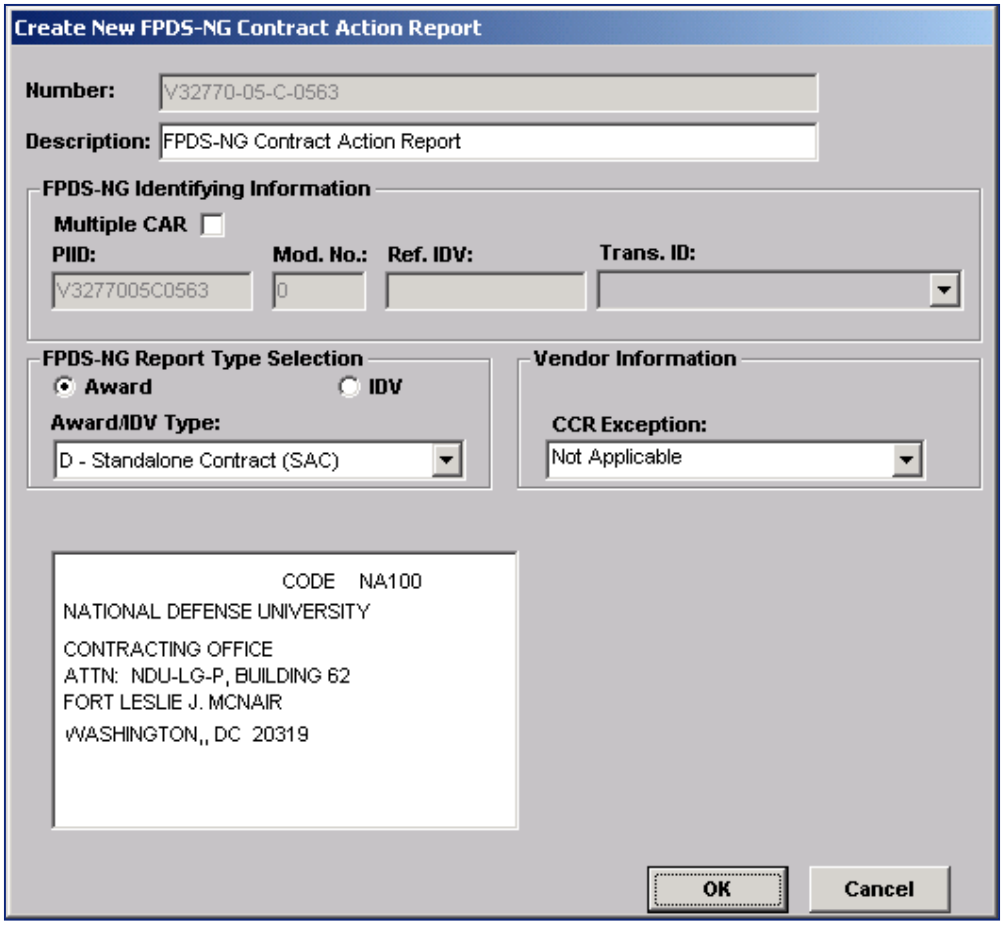
STEP 2

- **Highlight the award and select Procurement → FPDS-NG Reporting → Create Contract Action Report from the**

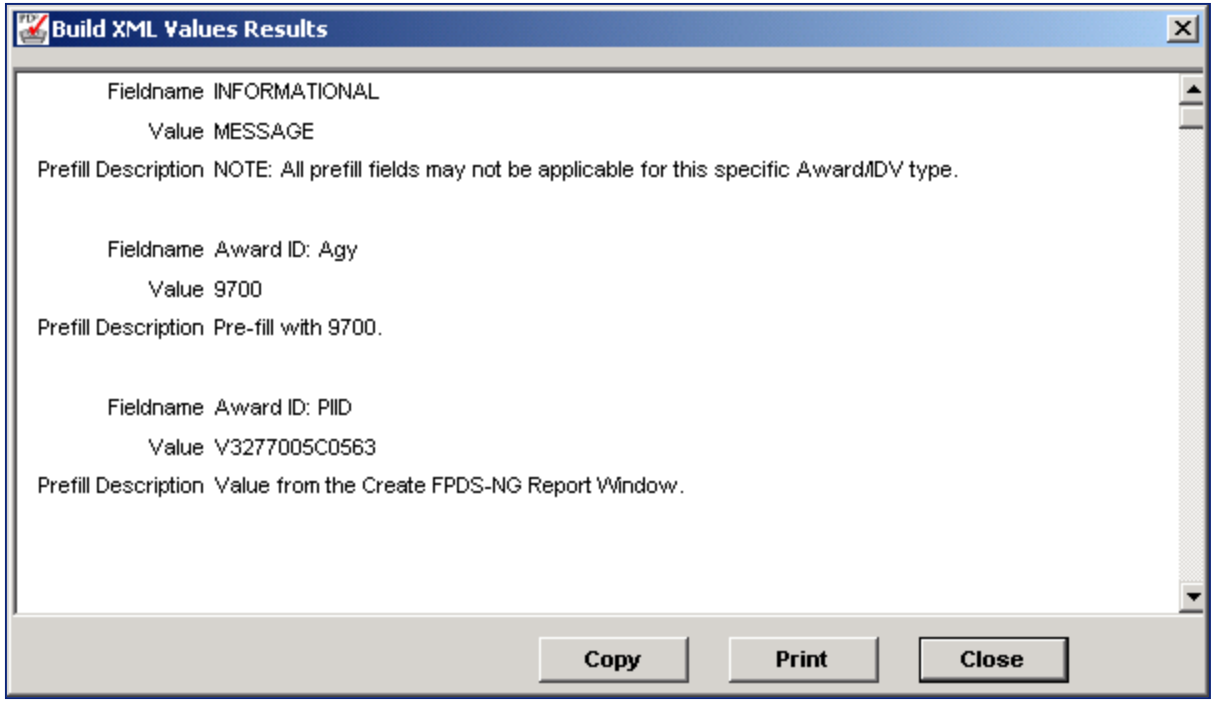


STEP 3

- In most cases, you will accept the default values in the Create New FPDS-NG Contract Action Report window.

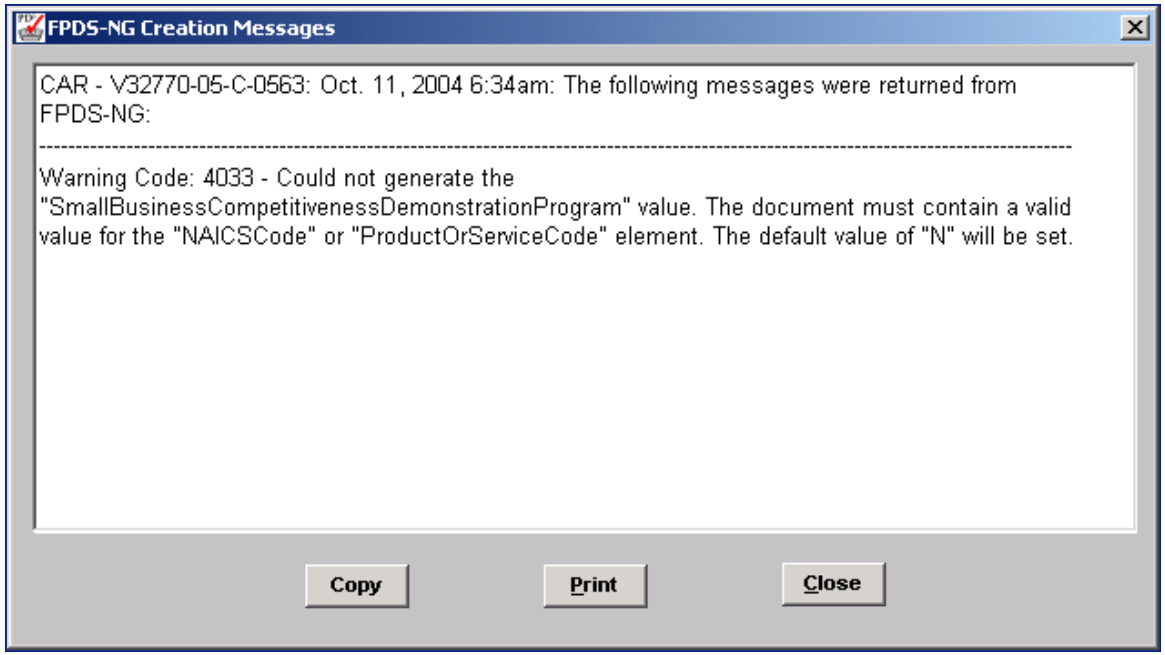


- **The Build XML Values Results window displays the data that is sent.**


Build XML Values Results
Fieldname INFORMATIONAL
Value MESSAGE
Prefill Description NOTE: All prefill fields may not be applicable for this specific Award/IDV type.
Fieldname Award ID: Agy
Value 9700
Prefill Description Pre-fill with 9700.
Fieldname Award ID: PIID
Value V3277005C0563
Prefill Description Value from the Create FPDS-NG Report Window.
Copy
Print
Close

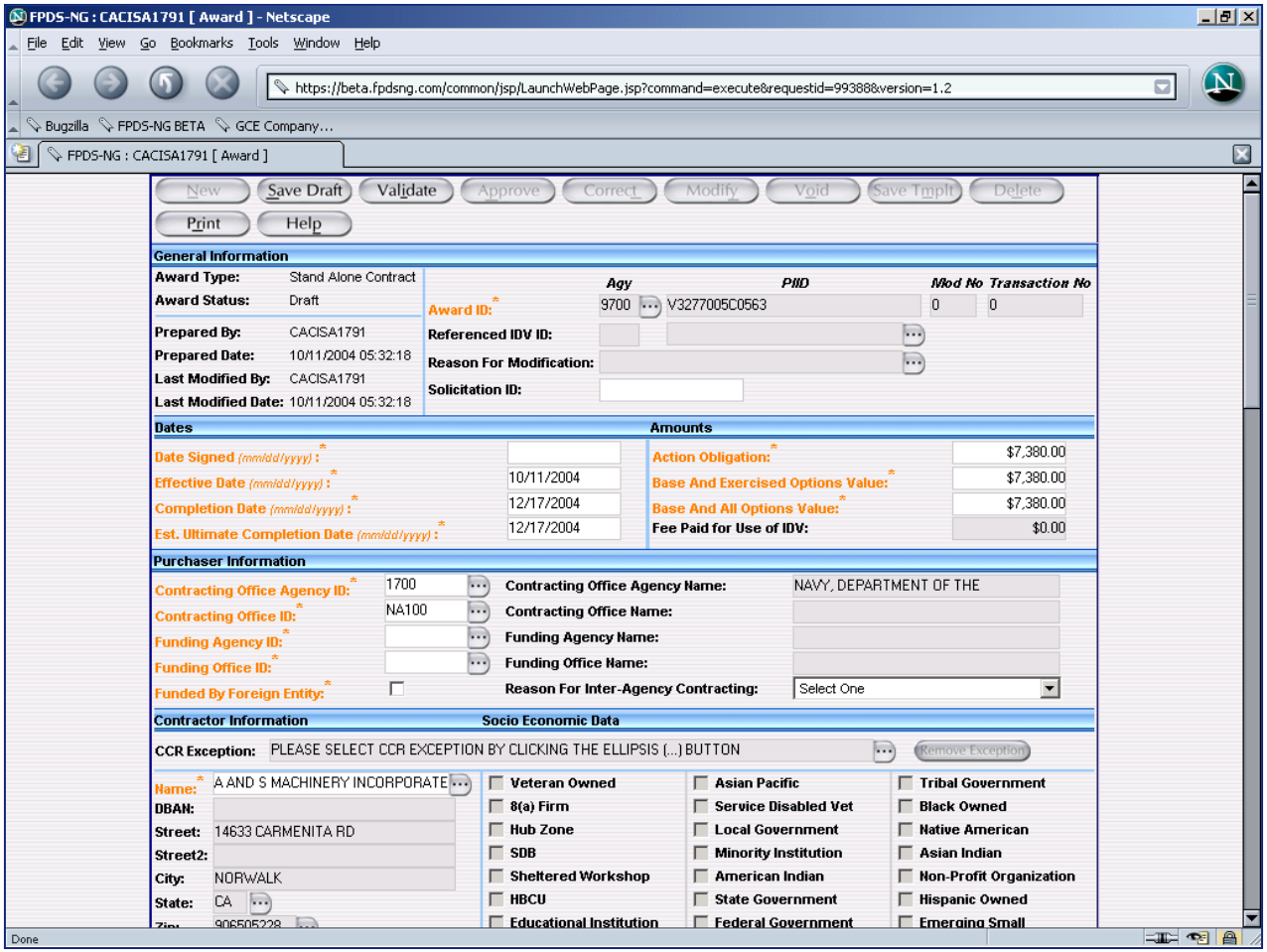
- **This window will appear any time the CAR is updated with data from PD2.**

- **Once the FPDS-NG Creation Messages window opens, click the [Close] button**


FPDS-NG Creation Messages
CAR - V32770-05-C-0563: Oct. 11, 2004 6:34am: The following messages were returned from FPDS-NG:
Warning Code: 4033 - Could not generate the "SmallBusinessCompetitivenessDemonstrationProgram" value. The document must contain a valid value for the "NAICSCode" or "ProductOrServiceCode" element. The default value of "N" will be set.
Copy
Print
Close

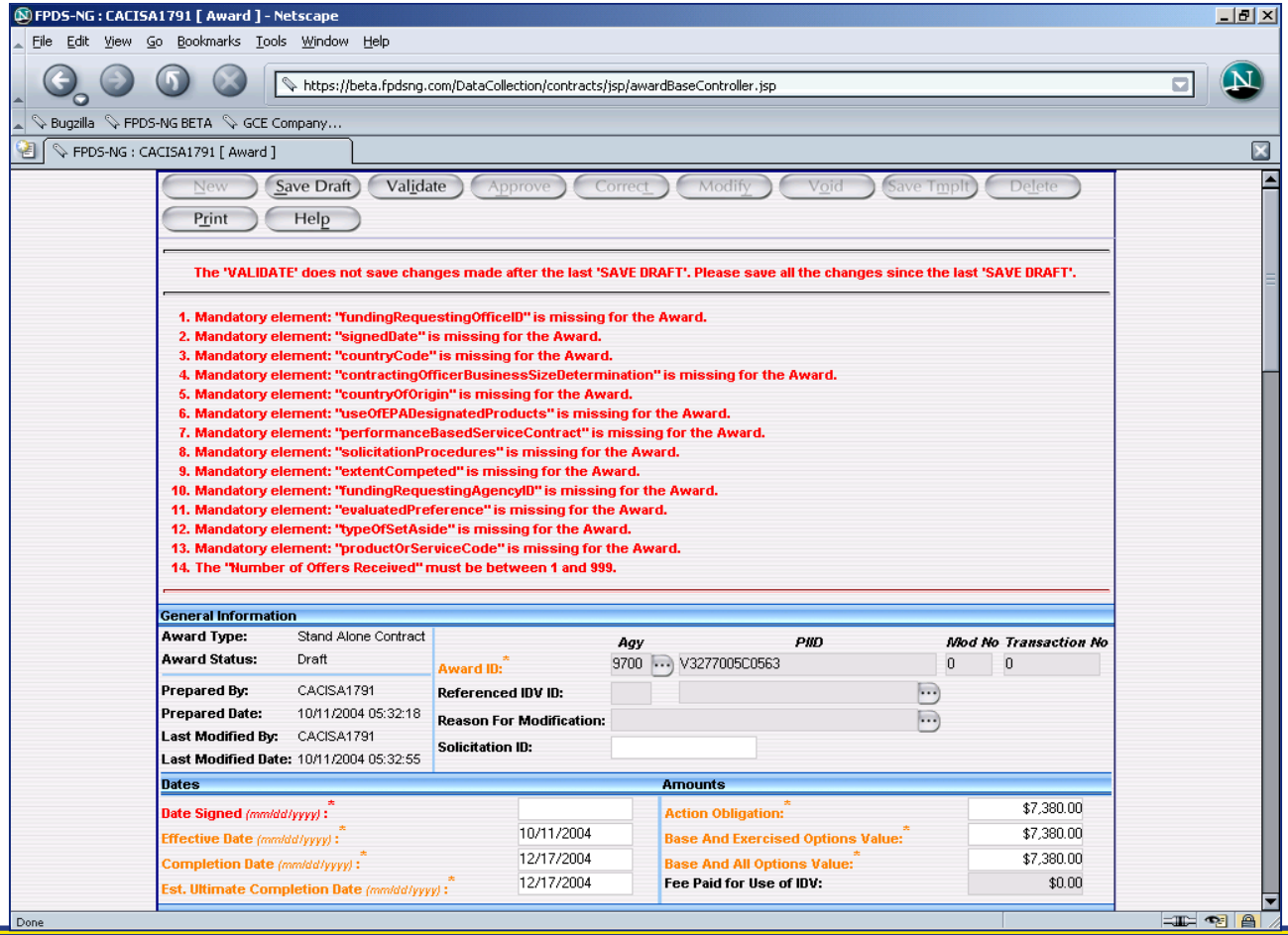
- **This window will appear whenever PD2 receives messages from FPDS_NG**

- **The FPDS-NG web site opens in an Internet browser and displays a pre-filled CAR using data from PD2.**

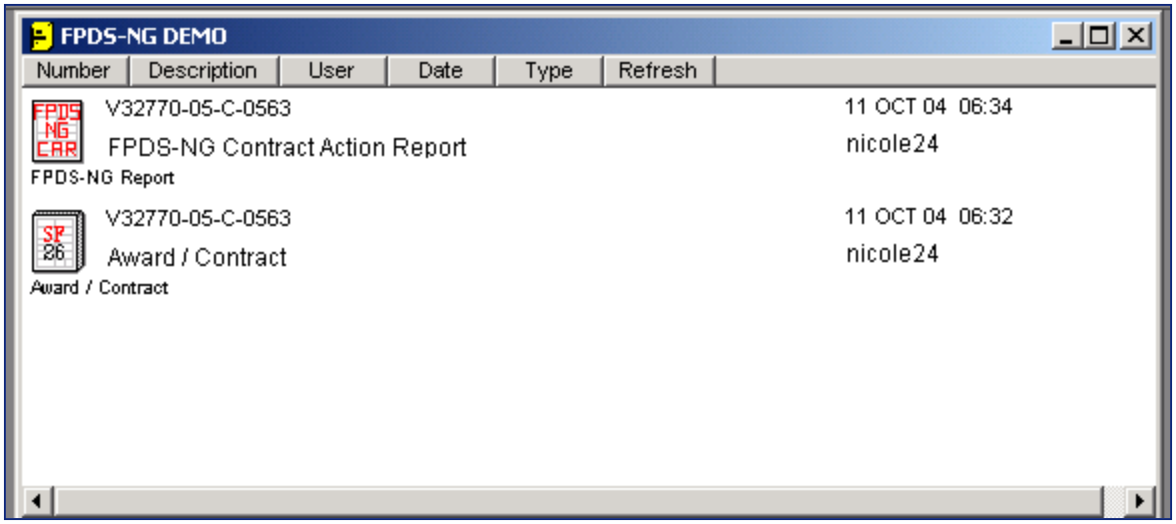


STEP 4

- **Enter “Date Signed” then validate the CAR within FPDS-NG by clicking on ‘Validate’. Complete the CAR fields in FPDS-NG, save and exit the FPDS-NG web site.**

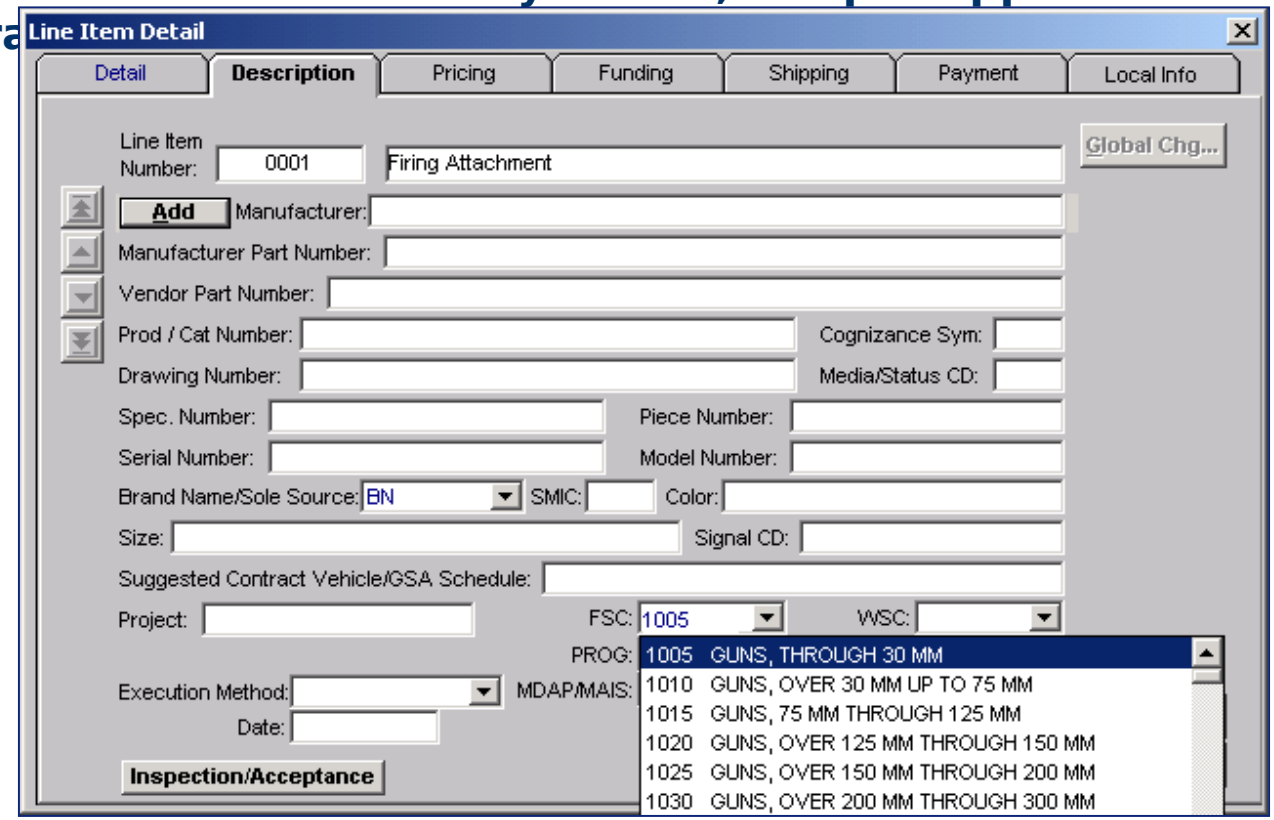

FPDS-NG : CACISA1791 [Award] - Netscape
File Edit View Go Bookmarks Tools Window Help
https://beta.fpdsng.com/DataCollection/contracts/jsp/awardBaseController.jsp
Bugzilla FPDS-NG BETA GCE Company...
FPDS-NG : CACISA1791 [Award]
New Save Draft Validate Approve Correct Modify Void Save Tmplt Delete
Print Help
The 'VALIDATE' does not save changes made after the last 'SAVE DRAFT'. Please save all the changes since the last 'SAVE DRAFT'.
1. Mandatory element: "fundingRequestingOfficeID" is missing for the Award.
2. Mandatory element: "signedDate" is missing for the Award.
3. Mandatory element: "countryCode" is missing for the Award.
4. Mandatory element: "contractingOfficerBusinessSizeDetermination" is missing for the Award.
5. Mandatory element: "countryOfOrigin" is missing for the Award.
6. Mandatory element: "useOfEPADesignatedProducts" is missing for the Award.
7. Mandatory element: "performanceBasedServiceContract" is missing for the Award.
8. Mandatory element: "solicitationProcedures" is missing for the Award.
9. Mandatory element: "extentCompeted" is missing for the Award.
10. Mandatory element: "fundingRequestingAgencyID" is missing for the Award.
11. Mandatory element: "evaluatedPreference" is missing for the Award.
12. Mandatory element: "typeOfSetAside" is missing for the Award.
13. Mandatory element: "productOrServiceCode" is missing for the Award.
14. The "Number of Offers Received" must be between 1 and 999.
General Information
Award Type: Stand Alone Contract
Award Status: Draft
Prepared By: CACISA1791
Prepared Date: 10/11/2004 05:32:18
Last Modified By: CACISA1791
Last Modified Date: 10/11/2004 05:32:55
Agy PIID Mod No Transaction No
Award ID: 9700 V3277005C0563 0 0
Referenced IDV ID:
Reason For Modification:
Solicitation ID:
Dates
Date Signed (mm/dd/yyyy):
Effective Date (mm/dd/yyyy): 10/11/2004
Completion Date (mm/dd/yyyy): 12/17/2004
Est. Ultimate Completion Date (mm/dd/yyyy): 12/17/2004
Amounts
Action Obligation: $7,380.00
Base And Exercised Options Value: $7,380.00
Base And All Options Value: $7,380.00
Fee Paid for Use of IDV: $0.00
Done

- **The CAR icon now displays on the user's PD2 desktop in the respective cabinet/folder.**



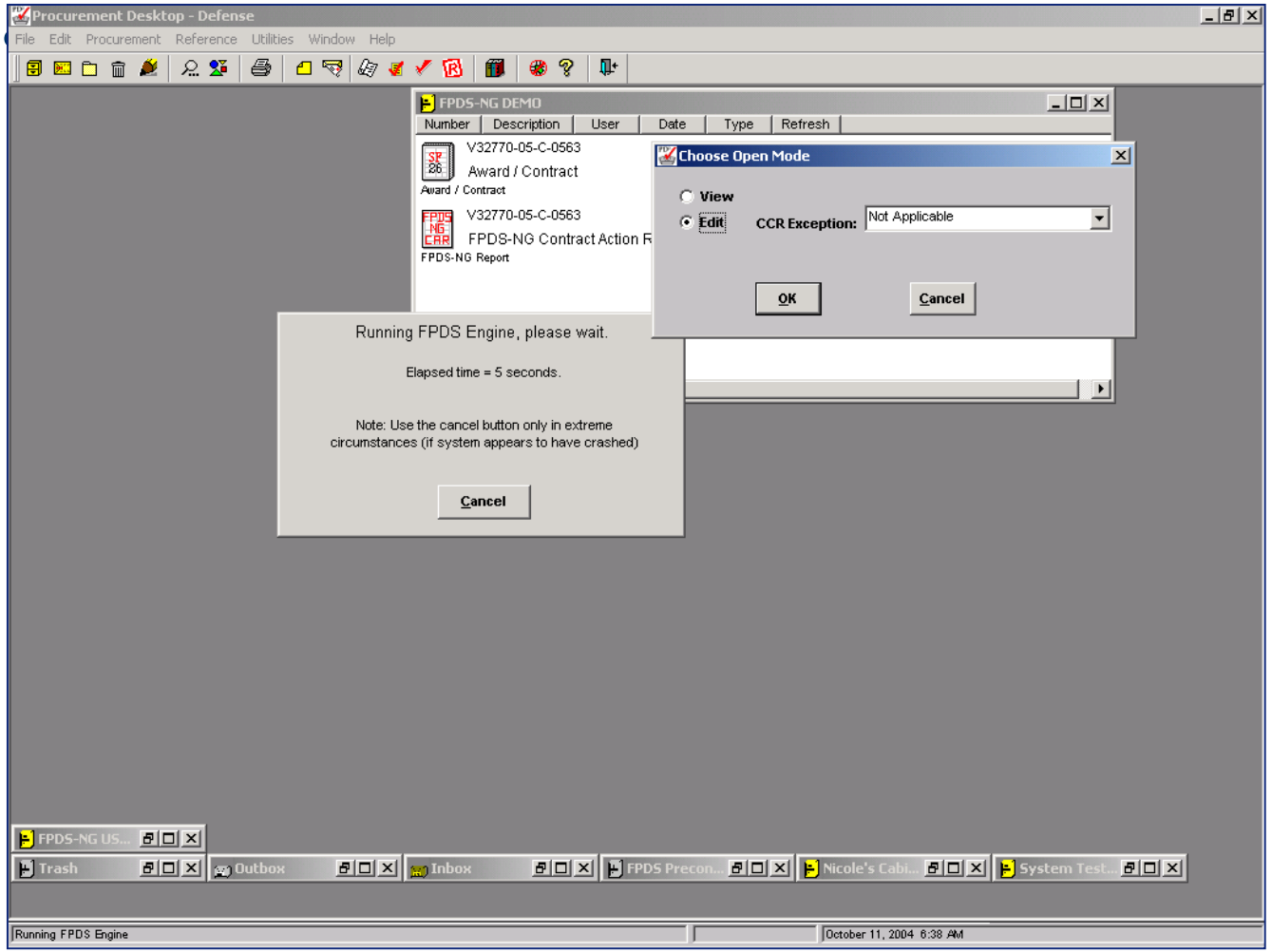
STEP 5

- If you received errors related to PD2 pre-filled data, return to PD2 to make corrections on the award. The FPDS-NG Integration QUICK REFERENCE GUIDE will help users distinguish between FPDS-NG and PD2 prefill fields.
- Edit the Award as necessary in PD2, run pre-approval checks, and genera



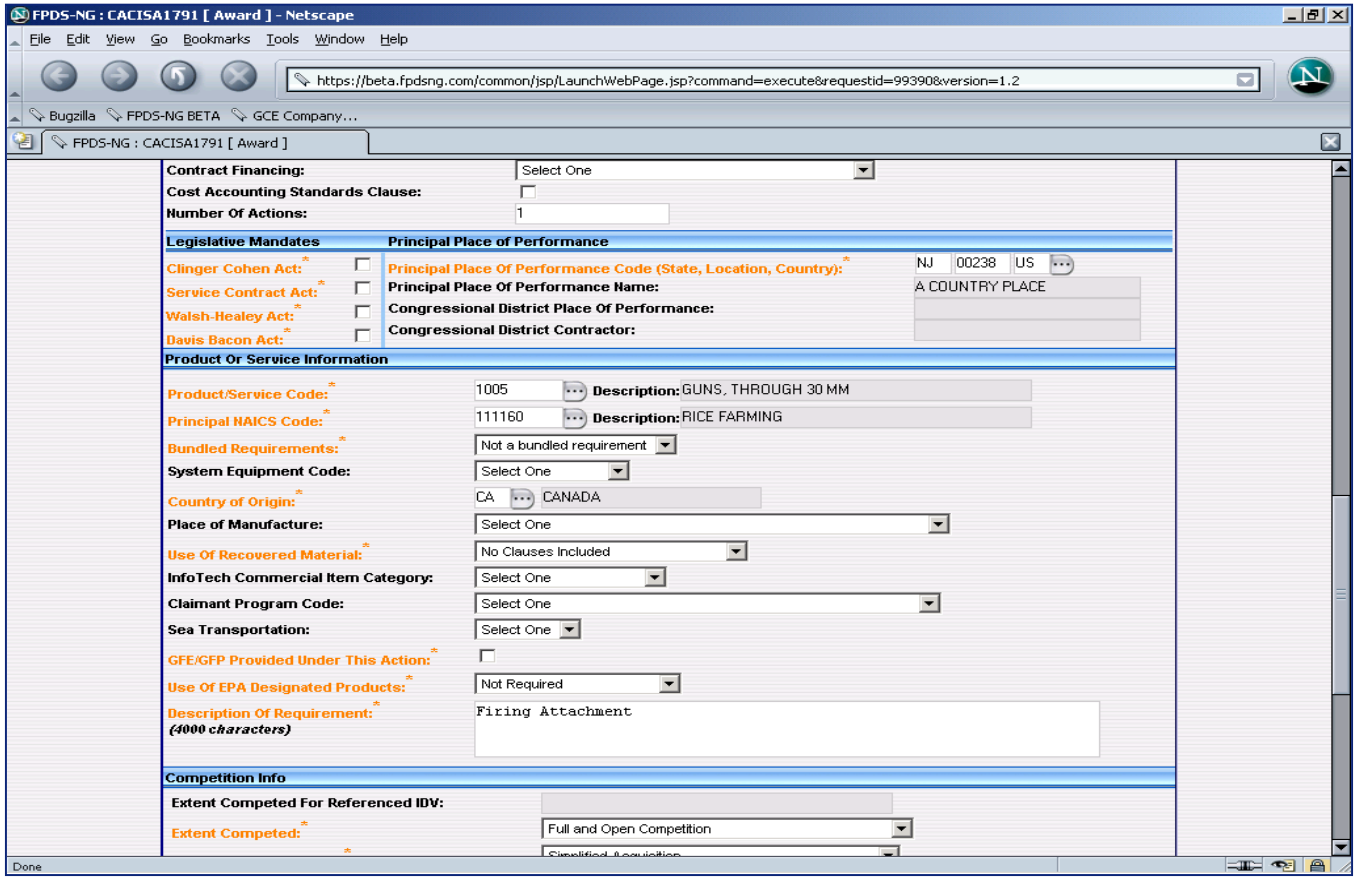
STEP 6

- **Highlight and edit the CAR to resend the data from the**



STEP 7

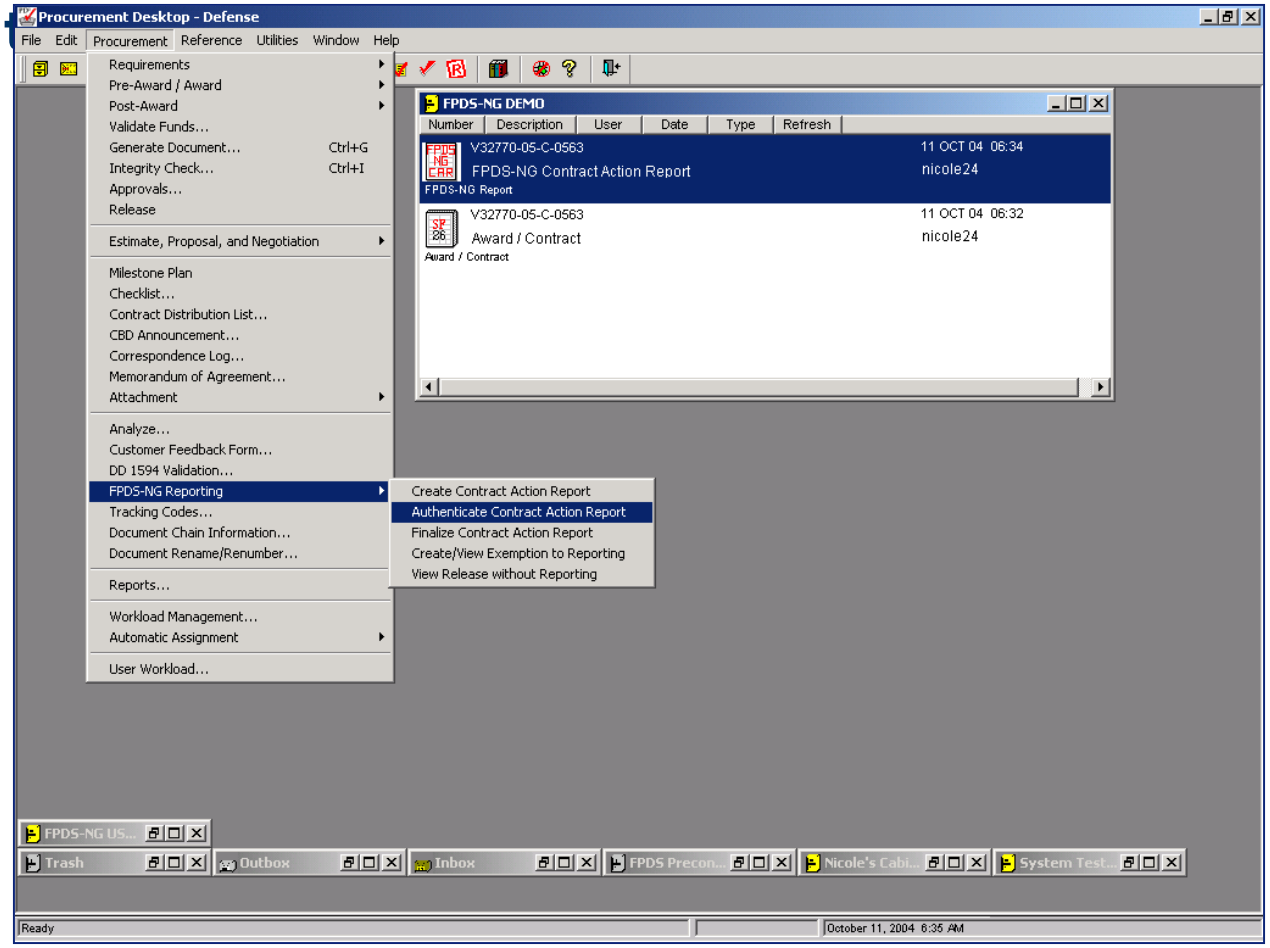
- **FPDS-NG opens again and the relevant data is updated on the CAR.**


FPDS-NG : CACISA1791 [Award] - Netscape
File Edit View Go Bookmarks Tools Window Help
https://beta.fpdsng.com/common/jsp/LaunchWebPage.jsp?command=execute&requestid=99390&version=1.2
Bugzilla FPDS-NG BETA GCE Company...
FPDS-NG : CACISA1791 [Award]
Contract Financing: Select One
Cost Accounting Standards Clause:
Number Of Actions: 1
Legislative Mandates
Clinger Cohen Act:
Service Contract Act:
Walsh-Healey Act:
Davis Bacon Act:
Principal Place of Performance
Principal Place Of Performance Code (State, Location, Country): NJ 00238 US
Principal Place Of Performance Name: A COUNTRY PLACE
Congressional District Place Of Performance:
Congressional District Contractor:
Product Or Service Information
Product/Service Code: 1005 Description: GUNS, THROUGH 30 MM
Principal NAICS Code: 111160 Description: RICE FARMING
Bundled Requirements: Not a bundled requirement
System Equipment Code: Select One
Country of Origin: CA CANADA
Place of Manufacture: Select One
Use Of Recovered Material: No Clauses Included
InfoTech Commercial Item Category: Select One
Claimant Program Code: Select One
Sea Transportation: Select One
GFE/GFP Provided Under This Action:
Use Of EPA Designated Products: Not Required
Description Of Requirement: (4000 characters)
Firing Attachment
Competition Info
Extent Competed For Referenced IDV:
Extent Competed: Full and Open Competition
Done

- **Run validation again and verify within FPDS-NG that the document passes all validations, Save Draft and exit FPDS-NG.**

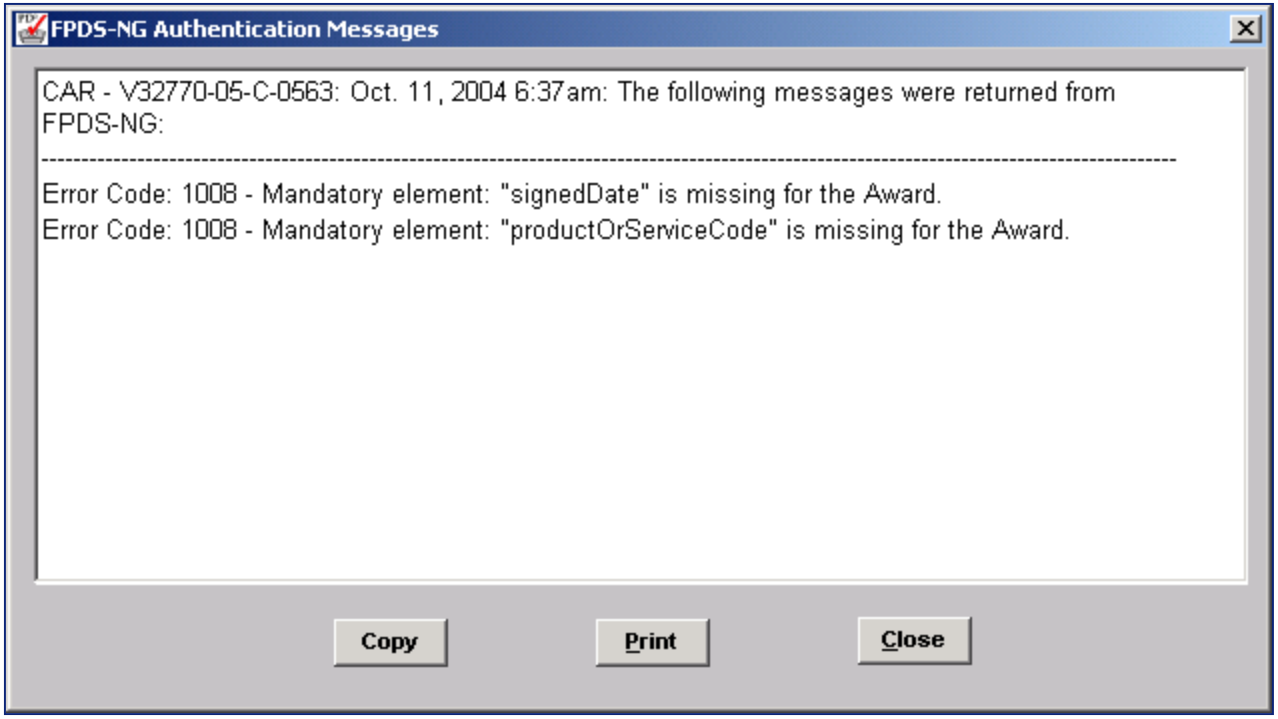
STEP 8

- **Authenticate the CAR by highlighting and selecting Procurement → FPDS-NG Reporting → Authenticate Cont**



STEP 9

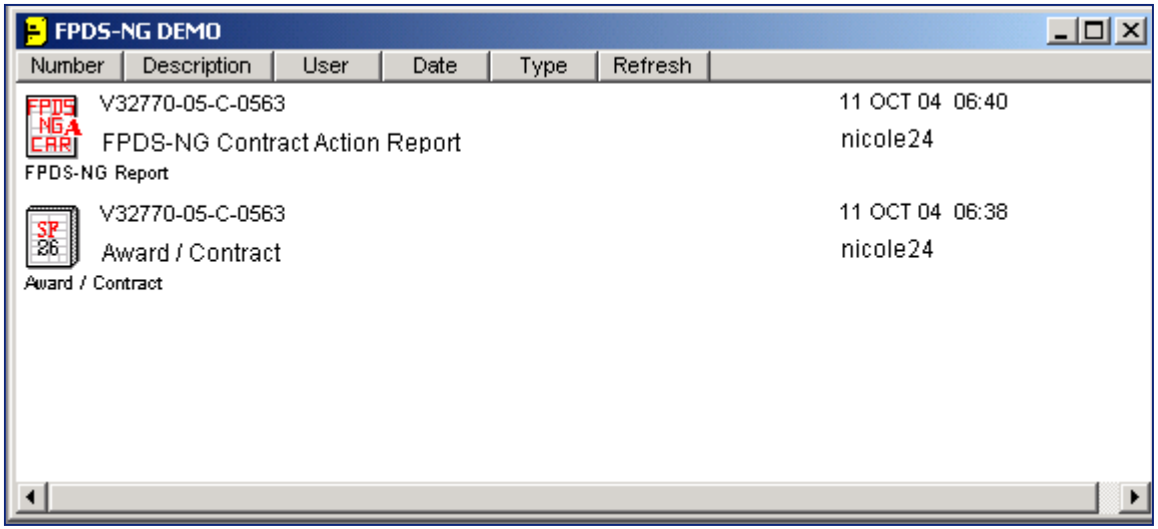
- During authentication, PD2 will check to ensure that the CAR has been validated in FPDS-NG and will display any remaining validation error messages returned by FDPS-NG.


FPDS-NG Authentication Messages
CAR - V32770-05-C-0563: Oct. 11, 2004 6:37am: The following messages were returned from FPDS-NG:
Error Code: 1008 - Mandatory element: "signedDate" is missing for the Award.
Error Code: 1008 - Mandatory element: "productOrServiceCode" is missing for the Award.
Copy
Print
Close

- If, there are remaining errors follow steps 5 – 9 until no errors present.

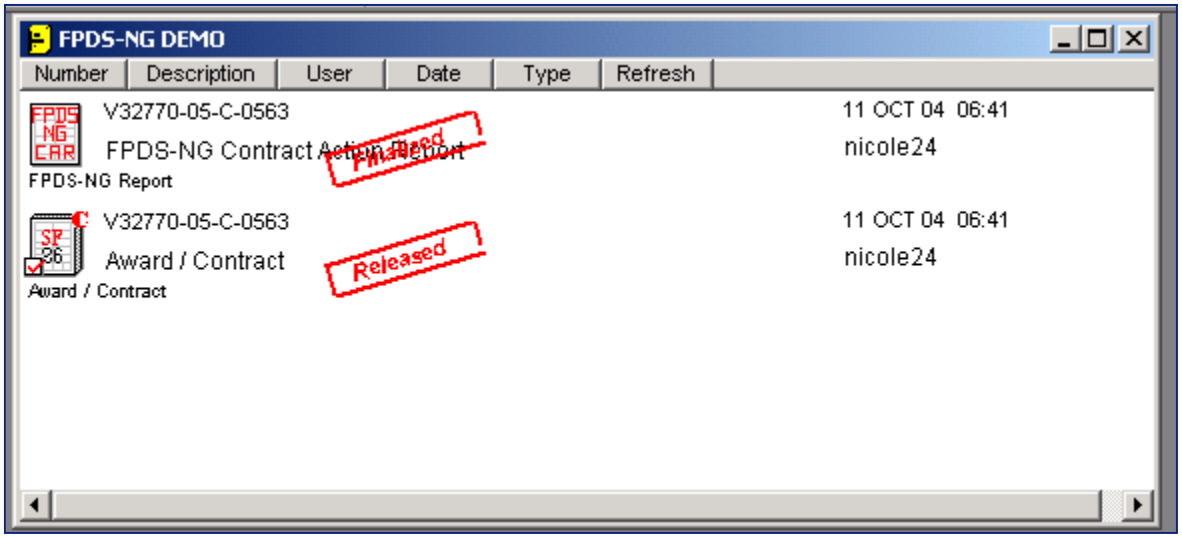
STEP 10

- **The CAR passes validation and displays the “A” icon.**



STEP 11

- Approve, and release the award. The CAR is updated with the actual Date Signed and is finalized during the release process. The Finalized stamp displays.



- During Release, the FPDS-NG connection window will open several times to update, authenticate and finalize the CAR.